

**Office of the Attorney General**  
Human Resources  
Indiana Government Center South, 5<sup>th</sup> floor  
302 W. Washington Street  
Indianapolis, IN 46204  
[jobs@atg.state.in.us](mailto:jobs@atg.state.in.us)  
317-232-7979 (fax)



# JOB POSTING

---

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **LEGAL SECRETARY/PARALEGAL Administrative & Regulatory Section**

### **Responsibilities**

- Provides clerical support for up to three litigation attorneys
- Answers telephones
- Types and copies correspondence for pleadings, briefs, proceedings, dockets, and other legal documents
- Maintains calendars for attorneys to ensure compliance with deadlines
- Dockets pleadings and other court documents
- Prepares appearances, motions, briefs, and other pleadings and standard documents.
- Closes cases and maintains files
- Obtains case information upon request
- Contacts court clerks or opposing counsel as needed
- Communicates with complainants, respondents, outside agencies
- Other duties as assigned

### **Requirements**

- Typing and computer skills to include law manager, Westlaw research, word documents, excel and other applicable software
- Must have good organization skills
- Clear and concise communication skills a must
- Good customer relations ability, works well with others and is a team player
- Ability to work with and without supervision